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ABSTRACT

This guide provides desktop publishing basics and instructions for specific library applications, enabling any librarian to function as the writer, editor, designer, proofreader, and printer of a variety of different publications. The guide is designed to help librarians create publications that are attractive, effective, useful, and easily read. The book is divided into four sections. The first section covers the basic elements of desktop publishing, outlining the building blocks of design: layout, type fonts, and graphic elements. Sections 2, 3, and 4 provide step-by-step instructions for creating newsletters, library guides, and World Wide Web pages, respectively. The 13 chapters are: (1) Putting the Power on Your Desktop: Hardware and Software Needs; (2) The Whole Page: Overall Principles of Design; (3) Character Sketch: Essentials of Typography; (4) Finishing Touches: Using Graphics; (5) Something To Say: Planning a Newsletter; (6) Page by Page: Producing a Newsletter; (7) Putting It on Paper: Publishing a Newsletter; (8) Info To Go: Planning Library Guides; (9) Getting the Word Out: Producing and Publishing Library Guides; (10) Electronic Blueprints: Planning a World Wide Web Home Page; (11) Breaking the Code: Producing a WWW Home Page; (12) This Site Under Construction: Publishing a WWW Home Page; and (13) Desktop Publishing is for Your Library. Includes 90 figures illustrating examples. (Contains 39 references.) (SWC)

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